

# JUDAH CHRISTIAN SCHOOL

  

## **ELEMENTARY HANDBOOK**



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Judah Christian School Administration reserves the right to change any procedure in this handbook at any time at its sole discretion after reasonable notice to constituents.

## **ORGANIZATIONAL COMPLIANCE**

School policies, procedures, and protocols are in general compliance with the following agencies, organizations, codes, as well as applicable statutory and case law:

- Illinois School Code [105 ILCS 5]
- Plyler v Doe, 457 U.S.202, 102 S Ct 2382 (1982)
- 23 Ill Adm. Code Part 425
- Illinois State Board of Education
- Association of Christian Schools International

# SCHOOL PHILOSOPHY

## Our Tag Line

Academically Excellent, Christ-Centered

## Our Mission

To partner with families, and the local church, in providing an academically-excellent, Bible-based education, preparing students for a Christ-honoring life of service.

## Our Vision

To provide life-transforming experiences through authentic relationships in a Christ-centered, family-friendly, and vibrant learning environment.

## Our Core Values

1. Academic Excellence - We are committed to providing an excellent educational experience for each individual learner through a relational model that is rooted in God's Word.
2. Spiritual Formation - We are committed to creating a learning environment where a passionate relationship with Jesus Christ is evidenced in each student through discipleship, fellowship, and service.
3. Growing Relationships - We are committed to fostering and growing authentic relationships with, and between, all members of the Judah Christian School family.
4. Leadership Development - We are committed to developing the next generation of Christian leaders to have an eternal impact on their families, society, and God's kingdom.

## Statement of Faith

1. We believe the Bible is the only written Word of God; it is inspired by Him and is wholly trustworthy and authoritative. (2 Tim. 3:15-16)
2. We believe in one God, eternally manifested and existent as Father, Son, and Holy Spirit. (Matt. 28:19, John 10:30, John 16:13-15)
3. We believe in the deity of our Lord Jesus Christ (John 1: 1,14), in His virgin birth (Isaiah 7:14, Luke 1:34-35), in His miracles (John 2:11, Acts 10:38), in His vicarious and atoning death (I Cor. 15:3, Heb. 2:9, Heb. 10:10, 14), in His bodily resurrection (I Cor. 15:4, John 2:21-22, Luke 24:6), in His ascension to the right hand of the Father (Acts 1:9, Eph.1:20, Col. 3:1), and in His personal future return to the earth in power and glory. (Mk 13:26, Matt. 16:27)
4. We believe in the necessity of regeneration by the Holy Spirit because of man's sinful nature inherited from Adam; we believe that man is justified only through God's grace by personal repentance and faith in Jesus Christ and His shed blood. (John 3:16-19, Rom. 3:23-24, Rom. 5:8-9, Eph. 2:8-10, Titus 3:5)
5. We believe in the resurrection of all persons; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9, I Cor. 12:12-13, Gal. 3:28-28)
7. We believe in the present, active ministry of the Holy Spirit by whose indwelling the believer receives sanctification and the power to live a Godly life. (Rom. 8:13-14, I Cor. 3:16, I Cor. 6:19-20, Eph. 5:18, Eph. 4:30)
8. We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
9. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25).
10. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10).

## **Non-Discriminatory and Lifestyle Policy**

Judah Christian School admits students of any race, color, nationality, and ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to JCS students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admission procedure, scholarship awards, athletic and other school administered programs. We do, however, reserve the right to deny admission or continued attendance to any individual who cannot benefit from enrollment based on academic achievement, disqualifying handicap, or whose personal or family life-style is not in harmony with the stated philosophy and purpose of Judah Christian School.

## **JCS Elementary Student Honor Code**

At Judah Christian School, we recognize the importance that every follower of Christ live in a manner worthy of the calling to which he or she has been called (Ephesians 4:1-3). Each one of us is to be a person of integrity which means we live a life of honor and purity whether we are in front of others or by ourselves (Proverbs 11:3). We are to have godly character which means we reflect the character of Christ (1 Corinthians 11:1; Romans 8:29). Godly character means we are honest, truthful, self-discipline and respectful at all times, in all places. Further, love for others means we will call other believers to live out this high calling and actively challenge them to repent when they fall into sin (Hebrews 10:24; Galatians 6:1; Matthew 18:15-17). We cannot passively ignore when a brother or sister in Christ is dishonoring God in word or behavior (James 4:17; 5:19-20). To this end, we ask each student to personally accept and, by God's grace, follow these Christian responsibilities:

1. I will seek consistently to honor God in my thoughts, words, and actions (Deuteronomy 26:17).
2. I will honor, respect, and submit to those whom God has placed in authority over me and obey school and classroom policies without complaining or arguing (Romans 13:1-2).
3. I will refrain from lying, cheating, or stealing and will not tolerate such activity (2 Corinthians 8:21).
4. I will be honest, responsible, courteous, respectful, selfless, and edifying towards teachers and my fellow students (Philippians 4:8).
5. I will strive to be obedient from the heart rather than trying to appear righteous when teachers or others are around (Matthew 15:8; Mark 7:15, 20-23).
6. I will diligently complete my own schoolwork/homework without unauthorized help. This includes not copying homework, not having notes or the textbook visible during a quiz or test, and not reading condensed versions (Cliffs Notes, et. al.) instead of reading the original work or book (Hebrews 13:18).
7. I will refrain from plagiarism or turning in any work that is not completely mine, unless properly cited (Proverbs 4:25-27; 12:22).
8. I will refrain from other dishonorable acts including, but not limited to, alcohol, tobacco and tobacco products, vaping, illegal drugs, unauthorized use of legal drugs, inappropriate behavior, looking at inappropriate images, sending inappropriate images, inappropriate or abusive language, bullying, discrimination, student and teacher disrespect, gossip, vandalism, hazing, skipping classes/school, or any other inappropriate actions that bring reproach to the name of Christ and JCS.
9. I will develop wholesome relationships with schoolmates and resolve conflict with others in a way that brings glory to the Lord (Matthew 18:15-17, Galatians 6:1).
10. I will give my best effort as working for the Lord, not for men (Colossians 3:23)

As a student of JCS, this Honor Code is in effect for the full twelve months of the year, at school, at school activities, and outside of school.

# WELCOME TO JUDAHCHRISTIAN SCHOOL

Welcome to Judah Christian School! We are glad that you are a part of our elementary school family and a part of the JCS family as well. One of the keys to a successful school program is clear communication. This handbook contains specific information and requirements set forth by Judah Christian School, ACSI (Association of Christian Schools International), and the State of Illinois. The Elementary Handbook is designed as a resource for you. Please keep it in a convenient place for easy reference throughout the school year.

## **. DAILY ISSUES**

### **Absence for Sickness**

If your child has a sore throat, fever, or other noticeable symptoms of an illness, please keep him/her home. This is important for the well-being of your child and his/her classmates. If your child has recovered sufficiently from an illness and has been without fever for 24 hours, and no vomiting or diarrhea for 24 hours, he/she may return to school.

We request that parents call when their child will be absent. Please contact the school office via email or phone (359-1701) ext. 191 before 9:00 a.m. on the day of the absence. Homework, tests, and quizzes may be made up for excused absences only. For every absent day, students will be given two days for makeup work.

### **After School Care**

After School Care is available to elementary parents who need to pick up their child(ren) after 3:30 p.m. After School Care is available until 5:30 p.m. at a cost of \$5.00 per hour billed in half hour increments. Our After School Care program consists of directed activities including art, games, and recreation. For more information, please call the school office.

### **Attendance Policy & Perfect Attendance**

Prior to a tardy or absence, parents/guardians should report their student's absence or tardy by emailing the school ([attendance@judah.org](mailto:attendance@judah.org)). Families may also call the school office (217-359-1701) between 8:00 and 9:00 a.m. to report the tardy/absence. If making a call before, 8:00 a.m. please leave the information on the school's answering machine.

More than fourteen (14) absences (excluding school related ones) in a single semester, will be deemed excessive with the potential for loss of credit for that portion of the academic year (quarter/semester). Extenuating circumstances up to ten (10) consecutive additional days of extended absence need to be discussed with the school administration and may require written verification.

Participation in extracurricular activities (Athletics and band, for example) requires that students be in attendance by the time school lunch period/recess finishes (in the classroom as soon as academic work resumes after lunch). Students who leave school during the day due to illness will not be allowed to participate in after school activities on the same day. Emergencies/extenuating circumstances will be considered on an individual basis.

K-6 students who are present every day of school will receive a perfect attendance ribbon and certificate at the end of the school year. The administration reserves the right to make the final decisions regarding perfect attendance.

## **Dismissal**

Each elementary student will receive a dismissal card at the start of the school year. The dismissal card should be visible and placed on the left hand side of the dashboard as you enter the parking lot. The administrator on duty will use this card to individually call your student for dismissal. If you need additional dismissal cards, please contact your child's teacher. At dismissal time, parents should remain in their cars and follow the parking lot dismissal route provided by the administration. Refer to the schedule below to determine dismissal times. If picking up students in a carpool, please wait to arrive until the last child is dismissed.

Students not picked up by 3:45 p.m. will be taken to After School Care.

| <b>Grade</b> | <b>Dismissal Time</b> |
|--------------|-----------------------|
| K-3          | 3:00 p.m.             |
| 4-6          | 3:15 p.m.             |
| 7-8          | 3:35 p.m.             |
| 9-12         | 3:35 p.m.             |

## **Lunch**

Judah Christian School provides a hot lunch for purchase each day school is in session (meal includes water). Several weeks before a new month, a monthly menu/order form will be posted on RenWeb. All hot lunches must be purchased through the school RenWeb system. Students may also bring a sack lunch. For the students' convenience, microwave ovens are available. Please do not send frozen dinners that require several minutes of microwave use. Milk is also available at a cost of 25¢ per carton. Parents can choose to send money with their child each day or pay an annual milk fee.

## **Office Hours**

During the school year, the office is open from 7:45 a.m. to 4:00 p.m. Monday through Friday. The best times to call are after 8:30 a.m. and before 3:00 p.m. If you are calling before or after school hours, please leave a message.

## **School Hours**

Students may be dropped off at school as early as 7:45 a.m. Between 7:45 a.m. and 8:10 a.m., students are supervised either on our playground or in the hallways/classrooms. Please do not drop your child(ren) off earlier than 7:45 a.m.. Weather permitting; students will play outside from 7:45 a.m. to 8:10 a.m. During inclement weather, the students will sit outside their classrooms. At 8:10 a.m., the students line up by class in preparation for the beginning of school and proceed to their classrooms. The elementary school day officially begins at 8:20 a.m. Students arriving after school begins should proceed to the front office for an admit slip. Judah dismisses on a staggered schedule to help with parking lot flow. Please see the Dismissal section for details.

## **Tardiness**

The official start of the elementary school day is 8:20 a.m. Tardiness, or arriving late to class, may be classified as excused or unexcused and will be accurately recorded by the office staff and reported to the elementary principal.

### **Excused Tardiness**

Tardiness is excused when it is the result of a doctor or dentist appointment, a medical or other type of emergency.

### **Unexcused Tardiness**

"I'm running late", "terrible traffic", "my child was tired" are examples of unexcused tardies.

Tardiness, which is not excused (as defined above), is considered unexcused and will result in the following consequences:

1. After five instances of unexcused tardiness, a letter will be sent to the parents or guardians notifying them of the problem. This will serve as a reminder of the elementary tardy policy.

2. After ten instances of unexcused tardiness, a conference will be held with the parents/guardians and the elementary principal to discuss the problem. Strategies on how to arrive to school on time will be discussed.
3. After fifteen instances of unexcused tardiness, a conference will be held with the parents/guardians, elementary principal and head administrator to discuss an appropriate course of action. This may include retention in the grade or expulsion from Judah Christian School.

## **MEDICAL AND EMERGENCY INFORMATION**

### **Accidents**

All accidents that occur during the school day or on any school sponsored trips should be reported to the office immediately. All students are insured during school related events. Minor injuries will be treated by the office staff or the school nurse. Students who require immediate emergency medical attention will be taken to the hospital and the parents will be notified by phone. Each student must have a current emergency medical treatment form on file in the office. Please be sure to include emergency phone numbers and contacts.

### **Allergies/Asthma**

All allergies to medication, food, and/or other substances, must be stated on the emergency and medical forms. Illinois law requires that we have a signed plan from your physician stating any life threatening food, or other substance, allergies that your child may have. This plan should also describe the treatment for your child's life threatening allergy. For children with life threatening food allergies that require an Epi-Pen, the Epi-Pen and other medication must be left at school in case of an emergency and a Food Allergy Action Plan, Individual Health Care Plan, and Medical Service Plan must be in place with our school nurse and renewed every year. If your child has a food allergy that does not require an Epi-Pen, this must be documented by a physician in the Food Allergy Action Plan. For students with asthma requiring and an inhaler used at school, an Asthma Action Plan must be signed by a physician and be on file with the school nurse. For students needing to use inhalers at school a Medical Service Plan must also be completed.

### **Child Abuse**

The staff of Judah Christian School is required by the Illinois state law to report any suspicion of child abuse. The teachers are considered mandated reporters by the state.

### **Emergency Contact**

Information including parents' home and work phone numbers as well as an emergency contact name and number, must be on the child's information page of RenWeb. This can be a grandparent, but they must live in town and be able to pick a sick child up within a short amount of time. If at any time there are changes in the emergency contact phone numbers, please let the office know. Children should have an alternate person that is authorized to pick-up and care for them, in case of an emergency.

### **Fire/Tornado/Lockdown Drills**

Periodically, throughout the school year, we will have emergency drills. Emergency procedures have been established to help insure the safety of your child(ren) in the case of a school threat, fire or tornado. If you have any questions concerning these policies, please feel free to contact the office.

### **First Aid**

The school nurse or school office is responsible for handling all medical needs including dispersing medication and dealing with medical emergencies. In the event that a child does become sick during the school day, you may be asked to pick up your child. We request that parents respond as quickly as possible. Children that become ill should be picked up in the office.



## **Health Requirements**

Pursuant to Illinois Law and Article 27, Section 8 of The School Code of Illinois, all students must have a physical examination by a physician licensed to practice in Illinois prior to their entrance into kindergarten, sixth and ninth grades. This exam may be completed any time within twelve months prior to entrance into the above grade. A blank medical form may be picked up in the school office. This completed health examination form and a current immunization record must be on file in the school office prior to the first day of school.

According to Illinois Law, students in grades K, 2, and 6 are required to have a dental exam. A photocopy of the completed dental examination form must be on file in the school office. Also, according to Illinois Law, students in kindergarten are required to have an eye exam by an optometrist. A photocopy of the completed eye exam form must be on file in the school office. We also require a photocopy of a certified birth certificate. A certified birth certificate may be acquired at the County Clerk's office.

## **Illness**

When children have been exposed to communicable diseases such as chicken pox, measles, or strep infection, the school shall notify all staff members and all parents or guardians of children immediately. With infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at school, the parent or guardian will be contacted and expected to pick up the child as soon as possible. The child will be separated from the other children until the parent's arrival.

If a child displays any of the following symptoms, he/she must be kept at home:

- Fever (100° F orally/ 99° F axillary-- under arm)
- Diarrhea
- Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous
- Vomiting or nausea
- Eye drainage of any type should be checked by a doctor to rule out infection
- Skin rashes that are yellowish, unusual or persistent, severe itching of body or scalp, potentially infectious skin patches that are crusty (dry scabbed, weepy or gummy, i.e. ringworm, 5th disease, impetigo, hand, foot & mouth, etc.)
- Child not feeling well, such as lethargic behavior and/or excessive crying

The child may return to school after illness when:

- Fever free for 24 hours **without** medication
- Nausea, vomiting or diarrhea has subsided for 24 hours **without** medication
- Antibiotic has been given over a 24-hour period for any type of strep or bacterial infection before returning to school
- Upon presentation of a note from the child's physician stating that the child is not infectious
- Child is feeling well again and normal behavior has returned

## **Medication and Prescriptions**

Medication may not be kept in the classroom with the exception of inhalers and Epi-Pens. Inhalers and Epi-Pens must be registered with the school nurse before being brought into the classroom. When medication (prescription or over the counter) must be taken during school hours, we ask that it be dropped off in the front office for safekeeping. A Medication Authorization Form must be filled out

and on file in the office. The school nurse or office staff will make sure the medication is administered in accordance with your directions.

Due to cost and liability factors, we no longer keep Tylenol or ibuprofen on hand for students. Any parent who would like their child to have Tylenol, ibuprofen, cough drops, triple antibiotic, or any other medication (prescription or over the counter) should drop off the medication in the front office and have a completed Medication Authorization Form on file. These precautions are necessary for the safety of your child.

## **GENERAL INFORMATION**

### **Admissions**

All students applying for admission to Judah Christian School are required to take placement test. Additionally, students will be asked to provide school records, grade cards, behavioral reports, etc. prior to admission.

### **After Hours Contact**

If you need to reach the After School Care Program after the office has closed, please follow the guidelines found on RenWeb under Resource Documents.

### **Authorization for Pickup**

Any person other than the child's parent will be asked to show identification when picking up a student from school. It is good practice for the parent to notify the child's teacher or the school office when other person(s) are picking up the child on a given day. In an emergency, the parent may contact the school office and authorize someone by phone to pick up a student. This person must produce a photo ID (driver's license) in order to have the student released. This may sound extreme, but our first concern is the safety of your child. If there is a court-regulated reason someone is not to pick up your child, please make sure and fill that section out on the original application packet or contact the school office.

### **Birthdays**

Birthdays are important and children like to celebrate with their classmates. At JCS, we want to celebrate your child's special day in a way that does not disrupt the learning environment of our school. Parents wishing to provide a birthday snack may do so for the entire class. The snacks should be individually portioned and wrapped to make distribution quick and to minimize mess. If napkins and plates are needed, the parent should supply them. It is imperative that parents communicate with the classroom teachers in advance of birthday celebrations. This allows the teachers to plan and advise parents of any allergies. If flowers, balloons or any other gifts are delivered to school for a child's birthday or for any other reason, the gifts will be kept in the office until after school. Gifts will not be delivered to the child's classroom. If a child has a birthday party and wishes to invite school friends, invitations must be sent in the mail. Invitations cannot be distributed in class, put in backpacks, or distributed before or after school on school grounds.

### **Care of Books and School Equipment**

Students will be issued textbooks at the start of the school year. It is understood that the student will return these books to the school at the end of the school year in the same condition in which they were received, with reasonable wear and tear. If a book is lost or damaged, it is understood that the student is responsible for the cost of replacement or repair.

### **Carpools**

Parents are responsible for forming carpools for the purpose of transportation of their own children to and from school. The school cannot be responsible for the safety of the child in any car. Please be sure that the driver is adequately covered with insurance. All students are to be dropped off on

school property and are not to leave the campus without written permission from the office until picked up by parents or the carpool.

### **Computer Usage Policy**

For details regarding the Computer Usage Policy, please see Appendix I.

### **Conferences**

Clear communication between teachers and parents is essential. If at any time, parents have questions or concerns, they are encouraged to contact their child's classroom teacher. Elementary parent-teacher conferences are held twice a year and are shown on the yearly school calendar. Parents will receive an email prior to conferences with instructions for selecting a parent-teacher meeting time. These conferences are a great opportunity for the teacher and parent to discuss the progress and development of the child.

### **Conflict Resolution**

Should a conflict arise with a teacher or staff member, please use the Biblical method of conflict resolution as described in Matthew 18:15–17. Specifically, you should go directly and privately to the person in question. Do not share your concerns with others. If at the end of this meeting all concerns have not been resolved, you are encouraged to share your concerns with the individual's immediate supervisor. If at the end of this meeting you feel things are still not resolved, you are encouraged to talk with the administrator of the school and finally the Judah Christian School Board. Please do not take things out of order. Give the teacher/staff member a chance to explain and correct any problems before moving up the chain of command. If we all work to follow these simple guidelines from God's Word, we will see unity and harmony reign and Judah Christian School will grow to be all the Lord would have it to be.

### **Discipline**

We believe that "all things should be done decently and in good order" (I Cor. 14:40), and that our students should be taught to "walk in a manner worthy of the Lord" (Col. 1:10). The board, administration, and faculty are dedicated to a life-style that is Christ-centered. Judah Christian School will reinforce such standards in a disciplined Christian environment. The faculty maintains standards of classroom behavior through clear communication of expectations and genuine respect for each student. When disciplinary action is necessary, it is promptly carried out with good judgment and understanding and is administered in a firm, consistent, and fair manner. The faculty will endeavor to keep the parents informed of any major and/or recurring discipline problems. Our ultimate goal in training students is to develop self-disciplined individuals who will exemplify Christ in their conduct.

### **Discipline Enforcement**

The principal may administer, but is not limited to, any of the following consequences for violations of the JCS Student Handbook:

1. Loss of privileges
2. Detention
3. Work Detail
4. "Natural Consequences"
5. Out-of-School-Suspension (OSS)
6. Recommend expulsion to the School Board

"Natural Consequences" are defined as those consequences that are natural/logical as they pertain to the violation committed. Examples: vandalism - cleaning up, paying fine, etc. When a student is suspended out of school, all daily work will receive a failing grade. Major tests and projects grades will be considered at the discretion of the classroom teacher and principal.

### **School Violence Policy**

For details regarding the School Violence Policy, please see Appendix II

## **School Harassment Policy**

For details regarding the School Harassment Policy, please see Appendix III

## **Dress Code Policy**

### **Guiding Principles of the Code (B.A.S.I.C.):**

1. Balanced
2. Applicable to K-12
3. Simple to understand
4. In harmony with God's Word
5. Can be enforced

### **Enforcement Pillars of the Code (Student appearance must be):**

1. **Modest** – A student's appearance should reflect his/her identity as a follower of Christ. Students' attire should also be based on Biblical standards while avoiding bringing attention to the outer appearance (I Cor. 10:31; I Tim. 2: 9-10; I Peter 3:2-5). These Biblical standards of modesty should be reflected in a student's attire during school hours:
  - a. Any clothing or personal appearance that calls undue attention to the individual is not acceptable.
  - b. The general guideline for the length of shorts, skirts, and dresses requires that they are no shorter than 2" above the knee (this includes slits in skirts or dresses).
  - c. All clothing should be constructed in a style that is not too tight or body shape revealing.
  - d. Clothing should completely cover undergarments at all times (including while sitting or bending over).
  - e. Students should wear modest clothing styles that cover the neckline and are no lower than 2" below the collar bone and cover the midsection while standing in a normal posture or bending over.
2. **Conducive to a Christian Learning Environment** – Students should also have an appearance that is conducive to a Christian learning environment. Clothing or appearance should not be distracting to other students or staff members. It is important to note that these specific expectations are those identified by school leadership as best for a school setting rather than those that have been identified as moral obligations. These standards also provide an opportunity to prepare our students for their future when they may encounter various appearance guidelines at their places of employment or other venues. These standards include the following:
  - a. **Neatness:** All clothing should be clean and in good repair. Clothing with holes, patches, stains, or ragged/frayed ends may not be worn. This includes clothes that are designed with frayed/ragged ends or holes.
  - b. **Shoes:** All well-maintained shoes and sandals are permitted, with heels no higher than 2" tall; K-6 sandals must have straps around the back of the heel for safety.
  - c. **Pants:** All pants, shorts, skirts and dresses must be Khaki/chino-style, corduroy, or denim, and must be no shorter than 2" above the knee (this includes slits in skirts or dresses). Leggings made from other materials are allowed underneath skirts/dresses as long as the skirt/dress is no shorter than 2" above the knee.

- d. **Shirts:** All shirts/blouses must be no lower than 2” below the collar bone. For girls, sleeves must come to the shoulder (no “spaghetti” straps or tank style). Off-the-shoulder styles are not allowed. Boys shirts must have sleeves.
- e. **Labels/Graphics:** Attire should not promote images, labels, political ideologies, or philosophies that are in conflict with God’s Word, or controversial enough to induce heated/emotional arguments about whether such an image, label, political ideology or philosophy is “Christian” or not (for example: secular bands, movie/TV show characters, political parties/politicians, etc.).
- f. **Hair/Head Coverings:** All hair (including facial hair) should look neat and natural. Any hairstyle, hair color, or head appearance – which includes but is not limited to hats, unnatural coloring, Mohawks, excessive sideburns, handlebar mustaches, designs shaved into hair, etc. – that tends to call undue attention to the individual is not acceptable. Hair should always be out of the eyes, regardless of how it is kept or worn, neatly trimmed, and well-groomed at all times. (Head coverings for documented religious purposes must be approved by the administration)
- g. **Body Art:** Tattoos or “body art” are not allowed, if visible.
- h. **Piercings:** Any type of visible piercing other than the ear or nose for female students, are not allowed. (This includes nose rings, lobe gauges/tunnels, etc.) Students who have prohibited piercings will be required to remove them.

**The Elastic Clause**

The administration reserves the right to interpret all dress code policies and make final decisions regarding the appropriateness of student attire. Attempts to wear clothing that is considered extreme fashions/colors or distractions to the educational process will not be permitted. The ultimate goal of this policy is to create a school atmosphere that both honors the Lord and provides an excellent platform for learning.

**On and Off-campus Dress Code Clause**

Students should also observe the dress code policies when attending Judah Christian sponsored events and functions.

**Formal Dress Code Clause**

Students should observe the standard dress code policies at all formal events like Prom, graduation practice, graduation, awards ceremonies and banquets.

**Homecoming Dress Code Clause**

Students should observe the standard dress code policies at all Homecoming events like assemblies, Homecoming games and activities. Spirit days during Homecoming week are somewhat flexible; however, Judah leadership, faculty and staff still reserve the right to interpret all dress code policies and make final decisions regarding appropriateness of student attire.

**Electronic Devices**

MP3 players, cell phones, I-Pods, I-Pads, computers, video games, etc. should not be used during school hours. These devices are also not permitted on field trips. Kindle, Nook, and other e-reader tablets are allowed at school only with permission from the teacher or principal.

**Field Trips**

Field trips are an important part of our educational program. Each field trip is designed to have an instructional component that reinforces academics in the classroom. Parents will be notified ahead of time along with suggested appropriate dress. All students are expected to participate on all field trips.

**Friday Folders**

Judah believes that communication with parents regarding academic progress is vital. Therefore,

Friday Folders are sent home with students at the close of each week. These folders contain the past week's homework, class work, tests, and quizzes.

### **JudahConnect**

The goal of JudahConnect (formerly PTF) is to provide fellowship opportunities for Judah families, support and encourage Judah teachers, increase the parent involvement at Judah, and continue to help make Judah a welcoming school. Parents will periodically receive emails from JudahConnect with meeting and event details.

### **Leaving School Grounds**

Once a student arrives, he/she is to remain on the school property until the end of the school day. If a parent needs to take their child out of school early, the teacher should be notified by note or email. The note or email should indicate the reason the child will be leaving early as well as the planned time of departure. Parents should sign students out in the office prior to leaving and sign them in when returning.

### **Locker Policies (6<sup>th</sup> Grade Students)**

1. All students will be assigned a locker. Books, coats, and personal effects may be stored in the lockers.
2. The school will not be responsible for lost or stolen articles.
3. Pictures or other items displayed inside lockers are to be in "good taste". Students should check with the principal if there is any question. Items are not permitted on the outside of lockers without administrative approval. No open containers of food or drink are permitted in lockers.
4. A locker remains the property of the school and may be inspected at the discretion of the school administration.
5. Students will be held responsible for damage done to lockers (ex.: doors are not to be forced or kicked closed, etc.)
6. Students will need to put all book bags in their lockers. They will not be allowed on the hallway floors, tops of lockers, or in the classrooms.

### **Lost and Found**

Inevitably, students lose items of clothing and personal belongings from time to time. All articles of clothing will be placed in a plastic storage bin near the playground entrance. Please plan to check the lost and found periodically for missing apparel. Items other than clothing or lunch boxes will be stored in the main office. Please ask the receptionist for assistance. Unclaimed items are donated at the end of each quarter.

### **Off Campus Internet /Social Media Policies**

Consistent with the philosophies of this school, we expect our students to maintain proper Christian conduct when using the Internet off campus. Should the administration have reasonable suspicion of harmful or inappropriate content involving our students, public Internet sites may be examined for evidence. As both the school's testimony and the Lord's testimony are at stake, disciplinary consequences may be pursued.

### **Parent Involvement Program (PIP)**

Judah Christian School depends on parent volunteers to fuel our decision making process and organize the many elementary activities which help to round out our program. Furthermore, direct parental involvement is essential for an effective educational environment as involvement in your child's education helps him/her understand the importance you place on school and learning. Parents are asked to keep track of PIP hours via RenWeb/ParentsWeb.

We ask each family to volunteer 25 hours each year in service to the school. Single parent families are asked to volunteer 12 ½ hours each year. The list of possible service includes fundraising activities,

volunteer work in the school office or classroom, serving on a committee, maintenance and repair of school property, working in the library, and much more. Your total commitment of 25 hours helps to keep tuition at a minimum while maintaining an environment of excellence.

Each hour of service is valued at \$30. Any balance of hours not spent in actual service at the end of the year will be billed to your family's account.

### **Parking Lot**

In order to enter the building, you will have to use the doors that are under the awning adjacent to the school (door 12). We will no longer enter from the doors facing Prospect. You can use the other doors as exits, however, be aware that they will lock automatically behind you. Please do not park in the "Preschool Only" parking spots as these are reserved for preschool families who must enter the building for drop off and pick up. In order for traffic to flow safely and efficiently, please enter by way of Sherwood Terrace and then turn right into the main parking lot. When exiting, please use the Prospect exit by turning right onto Prospect.

### **Phone System**

To reach the main office, dial 359-1701 and press 0. For a directory listing, press 411. Voicemail may be left at the classroom extensions and the teachers will receive your message and return the call. If you reach the main office voicemail during regular business hours, the office staff will make every effort to make sure messages are delivered. Teachers are asked to check their voicemail before and after school.

### **Planned Absences**

Some absences are unforeseen, such as in the case of an illness. Other absences, however, are planned. If a trip is unavoidable, please notify the school office, the teacher, and the elementary principal at least one week in advance. Parents are encouraged to work with classroom teachers and to visit RenWeb/ParentsWeb to get assignments and work. It is the responsibility of the student to complete all assignments prior to returning to school. It is in your child's best interest to plan family trips during scheduled breaks.

### **RenWeb**

RenWeb is the program used to manage your child's educational experience at Judah from academics and school information to accounting. An app is available for all family members for all smart phones. The minimal fee for the app covers all members of the household and is a great tool for older students to manage their studies. Students can only see their personal information, while parents can see all students in the family.

[www.renweb.com](http://www.renweb.com)

School ID: jcs-il

Username: email on file with the school

Password: customizable after school authorization

### **Recess**

Students are outside before school begins and at lunch recess. Therefore, it is important that each student dress appropriately for the weather. In the winter, this means warm coats that are fully buttoned or zipped, hats, gloves or mittens. Boots and snow pants must be worn to play in the snow. In the case of rain, heavy snow, or excessive wind chill, students will have indoor recess. Students will also remain inside if the temperature falls below 20 degrees Fahrenheit.

### **School Closings**

If it becomes necessary to close school for any reason, the news media will be notified. The most reliable sources are:

JCS Parent Alert System

[www.judah.org](http://www.judah.org)

Email from school  
Channel 3 (TV)  
Channel 15 (TV)

With rare exceptions, this information will be announced by 7:00 a.m. We will also strive to inform families with Parent Alert System which results in an automated phone call once the decision has been made to cancel school. At any time, travel seems dangerous to you, but school has not been canceled for the day, the student may remain at home and receive an excused absence. In such instances, please notify the school promptly.

### **School Security**

For security reasons, all doors will be locked during the school day. In order to enter the building, use the north entrance, door #12, (from the parking lot by the yellow striped walkway), ring the buzzer, identify yourself, and the office staff will allow you to enter. All visitors during the school day must check in at the school office.

### **School Supplies**

A complete list of needed school supplies is posted on RenWeb/ParentsWeb. It is essential that each student has the necessary supplies each day. Please periodically check with your child to see if he/she has the supplies needed. Prior to the first day of school, students will have the opportunity to drop off their school supplies in their classrooms.

### **Social Networking Sites**

Any student who has a personal *Facebook, Twitter, Instagram, Vine* or other social network site or blog must refrain from posting any material, content, pictures, music or communication on their site that would violate rules set forth in this handbook and/or damage the testimony of our Lord. The school reserves the right to investigate any of these sites for questionable material and may pursue disciplinary action if warranted.

### **Solicitation**

The school directory may not be used for solicitation purposes. The Director of Business Operations must approve all materials distributed or posted at the school.

### **Teacher Requests**

JCS teachers understand the abilities, personalities, and needs of each student in his or her classroom, as well as the teaching style of the teachers at the next level. With this understanding the following criteria is used as each class list is assembled: learning style of the student, teaching style of the teacher, classroom chemistry, gender ratio, ability levels, student personalities, and special needs. When a request from a parent enters the equation, the proper balance of the above criteria is often hindered. Therefore, requests for specific teachers for the next school year are not accepted. The final decision of student placement rests with the administration and any parental concerns about placement should be made to the principal in writing no later than May 15th.

### **Tuition Payment Policy**

A completed application and paid registration fee are prerequisites for enrollment at Judah Christian School. A 10-month tuition schedule and a 12-month tuition schedule are available to new parents. Returning families are asked to register in February and begin tuition payments in June. All tuition payments are due on the 1<sup>st</sup> of the month and are late after the 15<sup>th</sup>.

A late fee of \$20 will be added to the balance if paid after the 15<sup>th</sup> of the month in which the tuition is due. If the balance is not paid by the 1<sup>st</sup> of the month following the month in which tuition is due, your child will not be allowed to return to school until a satisfactory arrangement can be made to take care of the financial commitment.

### **Visitors**

All parents and visitors are asked to come to the school office and sign in before going anywhere in



the school. Please remember to sign out before leaving. Parents and visitors will be asked to wear an identification badge while on campus. Students who would like to invite a guest to school must obtain permission from the administration before bringing them on campus. Once confirmation has been received, please make your child's teacher aware. All requests for permission to invite a guest must be made at least two (2) days prior to the visit.

### **Volunteers**

We depend on volunteer help to organize and implement several events during the school year. Please contact the school office if you are interested in helping with any of the following events:

|                                    |                |
|------------------------------------|----------------|
| Chuck & Duck Dodge Ball Tournament | Speech Meet    |
| Missions International Week        | Music Programs |
| Lunchroom Helper                   | Field Day      |

Volunteers should always be with multiple children and/or in a publicly visible area.

### **Off Campus Volunteer Responsibilities and Guidelines**

For details regarding the Off Campus Volunteer Responsibilities & Guidelines, please see Appendix V.

### **Withdrawals**

Withdrawals are coordinated through the school office. Please notify the office, your child's teacher, and the elementary principal as far in advance as possible. In order to withdraw from JCS, all accounts must be current. All student records will be forwarded upon request by the new school.

## **ACADEMICS AND EXTRACURRICULARS**

### **Academics**

Judah Christian School maintains an academically rigorous elementary program including: phonics, reading, spelling, English, math, science, history, and Bible. We also administer nationally recognized standardized assessments each year to assure that JCS students are being challenged in the classroom. While we believe in maintaining high academic standards, we also believe that a child is more than just cognitive. In an effort to provide a comprehensive program, we offer several additional classes referred to as "specials."

### **Academic Probation**

Students may be placed on Academic probation if there is an indication of failure or concern. Failure to show progress may result in a student being dismissed from JCS. Such decisions will be made in concert with parents, classroom teachers, and administration.

### **Athletics**

JCS offers boys/girls basketball, boys/girls cross country, boys/girls track, boys/girls golf, girls volleyball, and baseball all beginning in 5<sup>th</sup> grade. 6<sup>th</sup> graders may also participate in soccer. To participate in athletics, students must have a current physical or sports physical and participation form on file with the Athletic Department. Student athletes must maintain academic eligibility in order to participate in athletics. Please refer to the Athletic Handbook for more information.

### **Biblical Integration**

At Judah Christian School, we believe the Bible is the infallible Word of God and therefore, the standard by which all values, as reflected in school program, policies and traditions are measured. Bible classes are an integral part of our curriculum. In addition, Biblical concepts are integrated into every curricular area within the school. The Bible is the foundation and the strength of JCS, which sets us apart from public and many private schools. The content and instruction presented in our Bible classes encourages students to develop strong Christian character and offers them a vision for a life of

service to Jesus Christ.

### **Chapel**

Regular chapel time is an important part of our weekly schedule. Kindergarten – 3rd grade meet for chapel in the Activity Room on Tuesdays from 8:30 – 9:00 a.m. Grades 4 – 6 meet for chapel in the same location on Tuesdays from 9:15 – 9:45 a.m. Parents are welcome to attend any chapel service. Chapels provide an opportunity for corporate worship and spiritual growth. Music, special speakers, and chapels led by our own staff combine to create our chapel program centered around a yearly theme. In addition, opportunities for our students to participate in Christian outreach are woven into our chapel program.

### **Extra-Curricular Activities**

Judah Christian School belongs to the Association of Christian Schools International (ACSI). As a member, our school is invited to participate in several academic competitions throughout the year. Students are encouraged to participate in age appropriate competitions at the classroom level. These activities include the Spelling Bee, Speech Meet, and Math Olympics. Top scoring competitors may be invited to attend the school, regional, or district competitions. While these additional competitions are optional, we encourage all finalists to participate.

### **Grading Scales**

|   |                          |    |            |
|---|--------------------------|----|------------|
| Grading Scale for Kindergarten              |                          |    |            |
| O   | Outstanding              |    |            |
| S   | Satisfactory Progress    |    |            |
| W   | Working on Skill         |    |            |
| N   | Needs Improvement        |    |            |
| N/A   | Not Assessed             |    |            |
|   |                          |    |            |
| Grading Scale for 1st-2nd Grades & Specials |                          |    |            |
| O   | 90-100 (Outstanding)     |    |            |
| S+  | 88-89                    |    |            |
| S+  | 73-87 (Satisfactory)     |    |            |
| S-  | 70-72                    |    |            |
| N   | 0-69 (Needs Improvement) |    |            |
|   |                          |    |            |
| Grading Scale for 3rd-6th Grades            |                          |    |            |
| A+  | 98-100                   | C+ | 78-79      |
| A   | 93-97                    | C  | 73-77      |
| A-  | 90-92                    | C- | 70-72      |
| B+  | 88-89                    | D+ | 68-69      |
| B   | 83-87                    | D  | 63-67      |
| B-  | 80-82                    | D- | 60-62      |
|   |                          | F  | 59 & below |

**Note:** Classroom grades are calculated and determined by each individual teacher. Policies regarding late work, etc. also vary from class to class. Teachers are asked to determine procedures that are balanced and age-appropriate. Further, any dishonesty on academic work may result in a failing grade and/or discipline.

## **Homework**

Please see the Elementary Homework Guidelines in Appendix VI.

## **Report Cards**

Report cards are an important communication tool between the classroom teacher and parents and share student progress on a quarterly basis. Parents will receive notification to access their child's report cards through RenWeb/ParentsWeb approximately one week after the end of each quarter.

## **Retention**

While unusual, there is the possibility of retaining a student to repeat a grade in elementary school, should the need arise. A multitude of variables are considered and may include grades, standardized test scores, age, maturity, etc. This decision will be made in concert with parents, classroom teachers, and administration.

## **Specials Classes**

### **Art**

The goal of the art curriculum is to help students develop basic artistic skills and gain a better understanding of basic art history. A special emphasis is placed on presenting God as Creator – the Master Artist. The curriculum helps students understand that God has made each student in His image with creative abilities.

### **Library**

During library time, the children are invited to browse and check out a book. The librarian also uses this time to nurture a love for reading through book talks. In older grades, students are taught how to use the many resources available in the library. Students should be encouraged to return books in a timely fashion and to care responsibly for library materials.

### **Music / Band**

Music classes focus on learning fundamentals of music (rhythm patterns, instruments, notes, and choral music). The students learn to use these skills to worship the Lord through music. K-6<sup>th</sup> grade students prepare for and participate in either a Christmas program or spring program. For an additional fee, band instruction is offered to students in grades 5-6.

### **Physical Education**

PE classes focus on learning developmentally appropriate skills (small motor, large motor, and hand-eye coordination) as well as mastering skills necessary for an effective, active life for years to come. An extra pair of athletic shoes is required for use only in our gymnasium.

### **Spanish**

At JCS, we believe that second language learning is essential to the development of the whole child. We value the learning of Spanish as essential to understanding the people and culture of Spanish speaking groups throughout the world. Our elementary students in grades 2 – 6 participate in weekly Spanish class, while our kindergarten and first grade students participate in Spanish every other quarter. Students will learn and practice basic Spanish vocabulary introduced primarily through accelerated learning techniques and contextual conversation.

## **Special Needs**

Judah Christian School strives to support elementary students with special needs to the extent that resources are available and the needs of the student do not limit the learning of the students in the classroom. Services available include speech and language assessment and supports, as well as testing and evaluation for possible learning difficulties. This evaluation is conducted by our Director of Special Needs and can lead to an Intervention Plan, 504 Plan or Individual Service Plan if the

preschool student qualifies for these supports. Please refer to the Special Needs Handbook for more information about supporting special needs students at Judah Elementary School.

### **Spiritual Emphasis**

Educating young people from a Scriptural perspective is a unique advantage and an imperative of Judah Christian School. The administration, faculty, and staff work together with the home to encourage each child's growth spiritually as well as academically. As we teach young people to live, learn, and work as faithful citizens of God's kingdom, it is our desire to simultaneously create a foundation of Biblical principles.

We believe that all knowledge is to be understood within the context of our relationship with God and applied accordingly. The Word of God is incorporated into all areas of our educational program and all subjects are taught from a Biblical worldview. As one Christian educator noted, "All Truth is God's Truth."

### **Student Achievement**

Each spring, many of the achievements of our JCS elementary students are recognized during an Elementary Awards Ceremony. Students are recognized for perfect attendance, participation in ACSI enrichment activities, character awards, honor rolls, and JCS Tribe Award, for example. It is our pleasure to acknowledge the gifts and talents God has so graciously given our elementary students. The criteria for each elementary honor roll is below.

#### **A Honor Roll**

In grades 3 – 6, students are recognized for the Elementary A Honor Roll. To qualify, students must earn an A in all core academic areas for all 4 quarters of the school year.

#### **A/B Honor Roll**

In 6<sup>th</sup> grade, our students are also recognized for the Elementary A/B Honor Roll. To qualify, students must earn an A in all core academic areas for all 4 quarters of the school year.

Updated 8/10/18

## **Appendix I: Computer Usage Policy**

Judah Christian School expects high moral standards and disciplined behavior from its students, employees, and community when using the Internet. It is for this reason JCS has developed an Acceptable Use Policy (AUP). A copy of the Acceptable Use Policy may be found in RenWeb/ParentsWeb under Recourse documents. Judah reserves the right to monitor electronic communication and address concerns with students, employees, and community members when necessary regarding any content that is not in line with the Biblical principles taught at Judah. This includes, but is not limited to, negative comments or photos that may harm the reputation of Judah Christian School. Access to the Internet is a privilege, not a right. All electronic communication generated through Judah property or a Judah account is filtered and monitored. Improper use of the internet may lead to disciplinary action, up to and including termination.

Student computer usage at Judah is limited to content that is consistent with Biblical principles taught at Judah, and within the context of a school related assignment or activity. An appropriate supervising adult must approve computer usage not directly related to instruction

Judah Christian School understands that in addition to the educational materials available, there is the chance that students may inadvertently access materials that some may deem inappropriate or objectionable. While safeguards are in place to filter material not in line with the school's mission and educational goals, parents must understand that there is no blocking software that can provide a 100% guarantee.

Network storage areas and cloud storage services (like Google Drive, Microsoft One Drive and other commonly recognized cloud storage providers) associated with Judah Christian School may be treated like school lockers and desks. Appropriate school personnel and the network administrator may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that the files stored on Judah Christian School servers or any associated cloud storage services will always be private.

Wi-Fi access may be available to Judah community and visitors during non-instructional hours provided they agree to honor the school's Acceptable Use Policy. Supervision of our students is a priority and will be maintained to the best of the staff's ability. Judah Christian School will not be responsible for the following: 1) any information that may be lost, damaged or incompatible when using the network, 2) any information retrieved from the Internet, 3) any unauthorized charges or fees resulting from access to the Internet

## **Appendix II: School Violence Policy**

Judah Christian has a “zero-tolerance” policy regarding violence or threats of violence. No-tolerance means that acts or threats of violence will not be ignored nor go without consequence. Parents of all involved parties will be notified in all situations that involve violence or a threat of violence. Anything that may potentially affect the safety at Judah falls under the School Violence Policy.

Judah Christian School will take all means necessary to ensure a safe environment free from any threat of violence both on the school property, as well as at any Judah sponsored event. Actions intended to cause harm, create fear, or intimidate another physically, emotionally, or spiritually will result in immediate discipline and possible expulsion. Students shall not create or possess graphic descriptions, drawings, or other representations of violence while at Judah or at a Judah sponsored event. Intent of harm, written or verbal, against oneself, others, or property will be treated as a serious threat and addressed accordingly. Law enforcement may be notified of an incident by a member of the administrative team when appropriate.

Weapons of any kind are not allowed on Judah property or at Judah sponsored events by any person, unless allowed by law (i.e. law enforcement). Should a student bring a weapon to school or a Judah sponsored event, upon discovery a teacher, administrator, or coach will immediately remove the weapon from the student. If there is an immediate danger to any individual, or if it is believed that federal or state laws have been broken, law enforcement will immediately be contacted.

For repeated offenses, a student may be required at the discretion of the Administration and/or Board, at the parent’s expense, to seek an evaluation by a mental health professional, approved by the Board, in order to remain at Judah.

Should a teacher or administrator discover that a student is the victim of violence or abuse, the teacher is required to immediately report the matter to the Superintendent. Teachers are mandated reporters and are required by law to report abuse to the authorities after informing an administrator.

If any student or Judah employee feels they are threatened, the victim of violence, or they have witnessed an act of violence, they should immediately report the incident to a teacher or school administrator.

Specific consequences for violation of the school violence policies are addressed in each of the school handbooks. The Board has final authority in all matters pertaining to student discipline.

### **Student Suspension Resulting from Violent Act**

The length and type of suspension is determined by the Administrator based on the severity of the infraction, on a case by case basis. Students will receive no credit for work missed during an out-of-school suspension. Parents wishing to appeal may seek counsel from the Superintendent and when necessary a meeting with the Board.

### **Student Expulsion Resulting from Violent Act**

In the event expulsion is recommended by Administration, the parents will be invited to a scheduled meeting with the recommending Administrator, Superintendent, and the School Board, where the details of the incident are presented. The student may be suspended until the expulsion meeting takes place. Expulsions require Board approval and are effective immediately following the decision. In rare instances, a Disciplinary Board may be formed in order to ascertain the details and justification for the recommendation.

### **Appendix III: School Harassment Policy**

Judah Christian School is committed to maintaining an environment free from harassment and/or intimidation from anyone and will take all means necessary to ensure a safe environment free from the threat of harassment and bullying. Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward another person based on actual or perceived traits or characteristics (i.e. physical or mental ability, familial status, politics, etc.) where a repetitive pattern has been established, which creates a hostile or fearful environment. A hostile or fearful environment is defined as one that is detrimental to a person's physical or mental health, or interferes with the individual's ability to participate in or benefit from the services, activities, or privileges provided by the school.

If any student, Judah staff or faculty feels they are the victim of harassment or bullying, or they have witnessed some form of harassment, that individual should immediately contact any appropriate supervisor. The supervisor has the responsibility to notify an Administrator immediately. All concerns will be promptly and thoroughly investigated by an Administrator, documented in writing, and parents of both parties will be notified. Additionally, appropriate disciplinary action will be taken.

#### **Social Media and Texting**

The Judah Christian School harassment policy also prohibits "cyber-bullying" or any related type of intimidation that could occur through texting, email, social media, or media hosting sites. Inappropriate communication through electronic media, such as "sexting", also falls under the Judah harassment policy.

Anytime a student harasses another student, even if the inappropriate communication was initiated away from school property, it is a violation of Judah's harassment policy.

#### **Hazing**

Hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board.

As governed by the "JCS Elementary Student Honor Code", it is the policy of Judah Christian School that no student or employee shall participate in any form of hazing that in any way is related to Judah Christian School or other organization.

Students or employees who violate this hazing policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees.

## **Appendix IV: Judah Christian School Elementary (K-6) Homework Guidelines**

**The Purpose of Homework** in the JCS Elementary School is to provide students with the opportunity to grow as learners and should be purposefully assigned while considering the desired outcome, age of student, involvement level of parents and the need to maintain a healthy balance. Homework will be assigned for 3 primary purposes (3 P's):

1. **Pre-Learning Assessment** – Teachers desire to discover whether students have an understanding of a concept or content prior to presentation of the material in the classroom. Example: A teacher may assign an internet search or reading assignment to assess a student's preexisting knowledge.
2. **Practicing Learned Concepts/Techniques** – Practicing or reviewing a learned concept/technique is the primary purpose for assigning homework. After a concept is taught in the classroom by the teacher, homework may be assigned so students can practice at home what they learned. Example: Assigning math practice problems or practicing a reading comprehension technique.
3. **Preparation for a Formal Assessment** – Teachers may ask students to prepare at home for an assessment given at school (quiz or test). Example: Reviewing math facts or spending time focusing on a study guide.

### **Teacher & Parent Reminders:**

1. Teachers will assure that homework has a clear purpose (3 P's).
2. Teachers will strive to maintain a pro-active flow of communication with parents about homework assignments via newsletters, RenWeb, emails or personal contact.
3. When assigning projects, teachers will communicate to parents as least one calendar week in advance detailing the purpose, directions, and needed supplies for the project. Similar to other types of homework, projects should have a specific educational purpose and should be assigned such that students are able to complete the project independently.
4. Parents will commit to oversee student work completed at home and proactively provide feedback to teachers regarding school work completed at home.
5. As a general rule, incomplete work in the classroom will not be sent home as homework unless it meets the purpose and time expectations mentioned in these guidelines.

**Homework Amounts** - Teachers will monitor the amount of homework assigned and make sure that it is not only age-appropriate, but appropriate for the specific learning needs and abilities of individual students. The suggested times listed below comprise the total average amounts of homework per night for each grade level. Obviously, every child/ situation is different, but these timeframes will be used to provide overall guidance for homework amounts:

| <b><i>Grade Level</i></b> | <b><i>Average Total Number of Minutes per Evening</i></b> |
|---------------------------|---|
| Kindergarten              | 5-10 minutes  |
| 1 <sup>st</sup> Grade     | 10 minutes  |
| 2 <sup>nd</sup> Grade     | 20 minutes  |
| 3 <sup>rd</sup> Grade     | 30 minutes  |
| 4 <sup>th</sup> Grade     | 40 minutes  |
| 5 <sup>th</sup> Grade     | 50 minutes  |
| 6 <sup>th</sup> Grade     | 60 minutes  |



## **Appendix V: Off Campus Volunteer Responsibilities & Guidelines**

**Parents volunteering to supervise off-campus activities for Judah Christian School are charged with the following responsibilities:**

- Supervise all students assigned to his or her care until the end of the scheduled activity when the class is reunited and the teacher assumes responsibility for all students.
  - Adhere to a student/volunteer ratio so that no less than two children accompany one adult at any given time (parent/child pairing is the exception to this guideline).
  - Volunteers must monitor student behavior/conversations and report inappropriate conduct to the faculty supervisor.
  - No Smoking; G-rated Videos Only (PG movies must have administrative approval); Christian Music only
  - Obey all traffic laws and speed limits
  - Provide the school with all required volunteer information (see below)
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### **Required Information**

**Please provide the following information to the main office prior to assuming any responsibilities.**

- Copy of valid driver's license
- Proof of valid automobile insurance
- Cell phone number
- License plate number of vehicle used for volunteer activity

**We appreciate your willingness to volunteer at Judah Christian School and help us maintain the most secure educational environment for all of our students.**